



## GOVERNMENT OF KERALA

Abstract

Integrated Financial Management System (IFMS) – Maintenance of Acquittance roll and cash book in offices – Detailed instructions issued.

### **Finance (Streamlining) Department**

G.O.(P) No.138/2016/Fin.

Dated, Thiruvananthapuram, 23.09.2016

Read: 1. G.O.(P)No.402/2011/Fin. Dated 23.9.2011.  
2. G.O.(P)No.57/2013/Fin. Dated 30.1.2013.  
3. G.O.(P)No.50/2014/Fin. Dated 16.4.2016.  
4. Minutes of the meeting held by Additional Secretary, Finance (Streamlining) Department on 25.8.2016.

### **ORDER**

As per the Government Order 1<sup>st</sup> read above, Government Employees, including Gazetted Officers were permitted to draw their salary and other entitlements through their accounts with Public Sector Banks, if they so desire. In the detailed guidelines issued vide G.O. read 2<sup>nd</sup> above, it was ordered that no stamped acquittance need be maintained for employees drawing salary through their bank account and the credit confirmation statement obtained from treasury/bank shall be treated as legal acquittance for the purpose of payment of money.

2. As per G.O. read 3<sup>rd</sup> above, the treasury payment system has been integrated with RBI's e-Kuber portal which facilitates direct credit of the amount payable to any bank account of the beneficiary. With this integration, pay and allowances of employees opted disbursement through public sector banks will be credited by the Reserve Bank of India directly to the respective bank account and individual banks have no role in crediting the money. Hence the credit confirmation statement as ordered in the G.O. 2<sup>nd</sup> cited cannot be obtained from a single bank. In the above scenario, the meeting referred 4<sup>th</sup> above has discussed these issues and the following instructions are issued for the maintenance of acquittance roll and cash book in the offices.

i. The DDO wise credit information on all bills credited into the bank/treasury account will be made available in the SPARK application. To facilitate this, treasuries shall furnish credit confirmation data received from RBI to SPARK electronically. The DDO shall download the details from SPARK and keep a print out of the same in proof of payment for audit purpose. In the case of cash payments, the existing acquittance roll system will continue. All employees will also be given login facility during 10-20<sup>th</sup> of every month in SPARK to view their pay and allowances.

ii. The cash book shall be used to record all receipts and payments of cash/DD/cheque, etc. in an office. Apart from this, net amount received/paid through each bill by way of transfer credits to bank/treasury accounts shall also be included in the cash book. The details of transfer credits shall be recorded in a separate subsidiary register also. The transactions relating to the amount transferred to the special TSB account of DDO shall also be recorded in the same subsidiary register.

iii. Since salary claims of temporary employees are taken from SPARK without showing the detailed break up of the eligible claims, a separate register showing such break up shall be maintained by each DDO before processing bills of temporary employees through SPARK.

3. The new guidelines shall be followed with effect from the transactions starting from 1<sup>st</sup> October 2016 onwards.

(BY ORDER OF THE GOVERNOR)

**A.R. AJAYAKUMAR**  
**ADDITIONAL SECRETARY TO GOVERNMENT**

To

The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram.  
The Accountant General (E&RSA), Kerala, Thiruvananthapuram.  
The Director of Treasuries, Thiruvananthapuram.  
All Heads of Departments.  
All Departments of the Secretariat.  
All District/Sub Treasury Officers (Through Director of Treasuries).  
The Regional Director, Reserve Bank of India, Thiruvananthapuram -33.  
The State Informatics Officer, NIC, Thiruvananthapuram.  
The Director, Information & Public Relations Department (for Press release).  
✓ The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
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Section Officer